



**DIVISION of STATE FACILITIES (DSF)**  
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The following information has been prepared by the Division of State Facilities in response to questions it has received from the Special Task Force on UW Restructuring and Operational Flexibilities.

### **OVERVIEW**

<b>Size of DSF Staff:</b>	243
<b>No. of State Buildings:</b>	6,740
<b>Square Feet of Buildings:</b>	90 million square feet owned 3.2 million square feet leased
<b>Replacement Cost:</b>	\$11.5 billion
<b>No. of Active Projects:</b>	2,000
<b>Total Cost of Active Projects:</b>	\$3.5 billion

**DSF Core Functions:**

- 1) Staff to the State of Wisconsin Building Commission (SBC), chaired by the Governor
- 2) Develop and implement the State Building Program through the biennial Capital Budget process
- 3) Project management and supervision of all architecture, engineering, and construction for State facilities
- 4) Oversee the State's Real Estate portfolio

**DSF Services:** The Wisconsin Department of Administration (DOA) through its Division of State Facilities (DSF) provides comprehensive technical design advice and review, budget controls, and construction administration and oversight to ensure that the State's physical assets are built to the level of quality necessary to meet the agencies' long-term facility needs.

The DSF fee covers overhead for the management, implementation, and delivery of the State Building Program, and ensures that all agencies have access to these services. Revenue from the fee is used to fund DSF operational and overhead costs related to the provision of direct project related services, technical support to agencies, and staff to the State of Wisconsin Building Commission.

**DSF Fee:** Under §20.505(1)(kc) of the Wisconsin State Statutes, the Secretary of the DOA has the authority to credit moneys received for the provision of building construction and capital planning services on behalf of state agencies. Pursuant to this authority, since 1973, the DOA has charged a 4% fee on most state building projects for provision of all these services.

A partial list of the broad range of services DSF provides for facilities is on next page.

## **DOA / DSF FUNCTIONS AND SERVICES FUNDED BY THE DSF FEE**

### **GENERAL BUILDING PROGRAM FUNCTIONS AND SERVICES**

- Staff to the State of Wisconsin Building Commission (SBC), chaired by the Governor
- Division Administrator, State Chief Engineer, and State Chief Architect act as advisory members of the SBC
- Provide leadership and assist other Agencies with long-range facilities planning and capital budget process
- Compile, analyze, develop, and publish biennial capital budget recommendations
- Manage and distribute State Building Trust Funds
- Manage funding for statewide facilities maintenance and repair program
- Partially fund: DOA Capital Accounting and Capital Finance offices, DOA Minority Business Enterprise program, and DOA Office of Legal Counsel
- Legal advice on issues that arise related to the building program including claims, liens, and litigation.
- Create, develop, and implement building systems, contracts, design and sustainability standards, construction standards, master specifications, and best practices for statewide application
- Oversee "Small Projects" program (projects under \$185,000)
- Maintain and update WisBuild (web-based project delivery system) and DSF website
- Maintain central records (as-builts, etc.) for all state owned buildings, utility projects
- Maintain building inventory and replacement values for DOA Risk Management office
- Provide various technical expertise to all agencies including:
  - Operation of state heating plants and air emissions regulatory compliance program
  - Air and water HVAC balancing program
  - Energy conservation programs
  - Facilities preventive maintenance program (FACMAN)
  - Fire alarm, public address, telecommunications, and security systems
  - Inspection and hazardous material database (WALMS)
  - Preventive maintenance of medium voltage distribution system and acceptance testing program
  - Manage PCB removal and CFC (freon) replacement programs
  - Roads and walks maintenance program
  - Roof repair, replacements, and preventative maintenance program and masonry repair program

### **PROJECT DELIVERY FUNCTIONS AND SERVICES**

#### **Design Oversight and Project Management**

- Manage all state building projects to ensure compliance with scope, schedule, and budget
- Administer process to select, hire, and manage all architectural and engineering consultants.
- Manage consultant contracts and change orders (negotiate services, terms, cost, and schedule)
- Manage document development to ensure compliance with State standards
- Negotiate and approve disbursement of funds to consultants and vendors, including change orders to contracts
- Technical review of agency requests, design reports, plans, specifications, etc.
- Participate in "Peer Group Reviews" to establish a uniform level of design quality
- Serve as DOA's Historic Preservation Officer

#### **Bidding and Construction Oversight**

- Manage and oversee construction bidding process including advertisement, bid openings, recordings, and document distribution
- Provide construction oversight on job sites through project managers, construction representatives, and coordinators.
- Review and approve subcontractors
- Implement quality control and quality assurance programs for all construction projects
- Inspections of specialized systems by subject matter experts
- Monitor and approve proposals, field orders, requests for information, construction bulletins, and change orders
- Issue and resolve punch lists items and mediate construction disputes
- Manage all contract and project closeout activities and turn over to end user
- Post-occupancy user training and corrective work

### **Executive Summary: Project Data**

**Reporting period:** The following summary information is based upon report from the following date range: 2/1/10 thru 2/1/12 (normalized data set)

**1. Breakdown of UW projects that fit the \$500K, \$1M, \$2M, \$5M, and over for a two-year period?**

Up to \$500,000: 569 projects totaling \$54,820,792  
\$500,000 – \$1M: 31 projects totaling \$22,053,834  
\$1M - \$2M: 29 projects totaling \$39,777,025  
\$2M - \$5M: 21 projects totaling \$63,016,795  
Over \$5M: 19 projects totaling \$392,356,800

**2. New vs. Maintenance?**

Small Projects: 499  
Improvement: 132  
Repair/Maintenance: 474  
No designation: 63

**3. Impact on UW if charged % rather than flat fee on delegated projects?**

UW has 215 delegated projects in reporting period. Total \$500 flat fee billed on these projects was \$107,500. If 4% was billed, fee would be \$264,074. Difference between flat fee and 4% fee would be \$156,574.

**4. Breakdown number of projects at flat fee vs. 4%? Savings to agencies of having flat fee vs. 4%?**

There are 528 delegated projects total in reporting period. Total \$500 flat fee billed on these projects was \$264,000. If 4% was billed, fee would be \$628,221. Difference between flat fee and 4% fee would be \$364,221.

**5. Is UW only agency that benefits from the flat fee? NO.**

**Other info:**

In a two-year sample period, DSF billed 1,398 projects with DSF fee sum of \$32,458,752. Of those projects 528 were delegated with a flat fee. This represents 40% of projects.